



**Confirmation of Lease of Family Housing**

Date:	_____	Rank:	_____
Name:	_____	Home Phone #:	_____
Spouse:	_____	Branch:	<b>Army</b>
SSN:	_____	Mobile Phone #:	_____
Pay Grade:	_____	Unit Name:	_____
		Duty #:	_____

We are pleased to confirm your assignment to the following quarters!  
Colorado Springs, CO 80902

Your effective occupancy date and time is scheduled for:

Date: \_                      Time:

**(Meet the inspector at the quarters to complete your inspection and pick up your keys.)**

**\*\* Your lease and allotment paperwork must be completed prior to the move in date.\*\***

The move into family housing is for the convenience of the government, and the accounting classification for your move is: 21 8 2020 00000 B6 13096DDC28 22NZ 2WABD8

LM\_ gau4037\_ABD82W 012168 (LM).                      The authorized amount is \$                      .

Your regular monthly rent will be **\$909.00**, and the pro-rated first month's rent is \$                      . (\$ 0Per day X 10 days) **Your prorated rental amount should be made payable to Ft Carson Family Housing. Payment may be made by money order, cashiers check or credit/debit cards (Master Card & Visa). No personal checks or cash will be accepted. Payment is due at least one business day prior to your occupancy date and receipt will need to be provided for the inspector during the move-in inspection.**

Please contact the offices checked below as soon as possible.

- Transportation ..... (719) 526-3755
- Transportation In-Bound ..... (719) 554-9291
- Sprint (Phone Service) Bldg 7301, Room 200..... (719) 527-0814
- Baja Broadband (Cable) Bldg 1519..... (719) 576-7404
- Ft. Carson Family Housing Finance Office Bldg 7301, Room 111.....(719) 226-2295

Thank you for choosing Fort Carson Family Housing for your new home. Please feel free to contact me for any of your housing needs, I will be happy to assist in any way possible.

\_\_\_\_\_  
**Leasing Specialist**

\_\_\_\_\_  
**Phone Number**

For a complete copy of Rules and Regulations please refer to the Housing Guide located at:  
[fortcarsonfamilyhousing.com](http://fortcarsonfamilyhousing.com)

## TENANT LEASE

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This LEASE (this "Lease"), is made this **21<sup>st</sup> day of March, 2008**, between Fort Carson Family Housing LLC, ("Landlord"), and \_\_\_\_\_ (the "Tenant"). This is a private business arrangement between the parties. The premises leased are not military housing. Landlord is a civilian corporation and not a part of the United States Government, the U.S. Army, or Fort Carson.

### 1. TERM OF OCCUPANCY:

(a) The Landlord agrees to lease to the Tenant and only those persons authorized by this Lease, for a term of one (1) year, the premises known as \_\_\_\_\_ (the "Premises"), for use as a dwelling only, together with the property noted on the Rental Checklist received at move in. Occupancy shall begin on \_\_\_\_\_ and end on \_\_\_\_\_ unless.

unless extended.

(b) This Lease shall automatically extend on a month-to-month basis unless terminated by either party giving 30 days written notice. During a month-to-month tenancy, the terms and conditions of this lease will continue to be in force unless changed by the Landlord. The Landlord must give the Tenant at least thirty days notice before the effective date of any such changes.

(c) Upon termination of this Lease, any personal property remaining in the Premises shall become the property of the Landlord unless the Tenant shall reclaim the property within ten days. The Landlord shall have no obligation to notify the Tenant of any such property.

2. **RENT:** The monthly rental rate shall equal the Basic Allowance for Housing (BAH) with dependents for the Tenant who is the senior service member. That rental rate, and BAH, is currently \$00. The rental rate shall be automatically adjusted to equal the BAH as the BAH for the senior service member changes. However, if the senior service member Tenant is not assigned to Fort Carson and if such senior service member's BAH is lower than the BAH that would be provided to a service member of the equivalent rank assigned to Fort Carson, the monthly rental rate shall equal the BAH with dependents as calculated for a service member of the equivalent rank assigned to Fort Carson.

- (a) Payment will be made through an allotment/deduction from the senior service member Tenant's pay account to the Landlord. The allotment will be increased/decreased when increases/reductions occur to the senior service member Tenant's BAH. Payment is due on the first day of the month for the previous month's rent (payment in arrears).
- (b) By signing this Lease, authorization is given to initiate and maintain an allotment equal to the BAH and payable to the Landlord, effective the first day of the month following the date of this Lease. Payment will be made by certified check or money order for the prorated portion of the first month's rent for the number of days the Premises is occupied. Payment is due on the first day of occupancy. Authorization is also given to stop the BAH allotment at the time this Lease is terminated.

- (c) The first payment of rent by Tenant shall be made on or before \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.
- (d) **LATE PAYMENT:** Payments for rent not received by the Landlord on or before the due date are late and constitute a default under this Lease.
- (e) If any installment of rent is not received by the Landlord within five (5) days from the due date, the Tenant agrees to pay an administrative charge of \$25.
- (f) The Landlord has the right to require that all payments that are not paid by allotment be made by money order, cashiers check, or certified check payable directly to Landlord.
- (g) Notwithstanding any other provisions of this Lease, the Tenant shall not be in default of any provision of this Lease by reason of failure or delay in Tenant receiving a BAH, nor shall Tenant be assessed any administrative charges so long as such failure or delay is not the result of Tenant's actions.

**3. REGULAR TERMINATION OF LEASE:** Tenant must give Landlord at least 30-days written notice in advance of a desired termination, whether at the end of the original year's period or during a following month-to-month tenancy.

**4. EARLY TERMINATION OF LEASE BY TENANT:**

- a. This Lease may be terminated by the Tenant without payment of any penalty or liquidated damages for rent if a Tenant:
  - i. Has received permanent change of station orders to depart thirty-five miles or more (radius) from the Premises; or
  - ii. Has received temporary duty orders in excess of three months' duration to depart thirty-five miles or more (radius) from the Premises; or
  - iii. Is discharged or released from active duty with the Armed Forces of the United States; or
  - iv. Dies or is declared missing-in-action. (The spouse, next of kin or personal representative/executor of the decedent's estate may exercise early termination of this Lease); or
- b. If the Tenant seeks early termination of this Lease, the Tenant shall deliver to the Landlord a written notice stating the grounds for early termination together with appropriate documentation supporting the grounds for early termination. Such notice shall also state an effective date for the termination, which date shall not be less than thirty days after the date of Landlord's receipt of the notice, except when an earlier termination date is necessary to comply with military orders. The final month's rent owed by the Tenant shall be prorated based on the date of termination and such prorated rent shall be payable at such time as would have otherwise been required by the terms of this Lease.

**5. EARLY TERMINATION OF LEASE FOR CHANGES IN STATUS:** The Tenant's status as a party to this lease is dependent on eligibility for referral to this housing. The Tenant is required to provide immediate notice of any change in marital or dependent status to Landlord. If a Tenant's dependent or marital status changes, or the Tenant is discharged

from military service such that the Tenant would no longer be eligible for referral, this Lease shall be terminated thirty days after the change in status, unless the Landlord shall approve a different termination date, and the Tenant continues to pay rent at the BAH with dependents rate.

- 6. EARLY TERMINATION OF LEASE FOR OTHER CAUSES:** For any early termination of this Lease, for any reason other than those described in Section 2 of this Lease, the Tenant shall deliver to the Landlord a written request that shall state the reason and a requested date for the termination, which date shall not be less than thirty days after the date of Landlord’s receipt of the notice. The Landlord may grant or deny such a request solely at its discretion. If the request is granted, the Tenant shall be subject to an assessment of \$250 as liquidated damages for the early termination of this Lease. Such liquidated damages shall be paid in addition to any prorated monthly rent or other money owed by the Tenant as a result of Tenant’s physical damage to the Premises.
- 7. NUMBER OF OCCUPANTS:** Tenant agrees that the Premises shall be occupied only by the Tenant’s immediate family consisting of Tenant, 1 other adult(s), 2 children, together with 0 additional occupants. Additional occupants are subject to approval by Landlord and, generally, must be lawful dependents of a Tenant. The occupants of the Premises other than Tenant are:

Name (Last, First, M.I.)	Relationship	Sex	Age

**8. INSPECTION AT COMMENCEMENT OF OCCUPANCY:**

- (a) The Tenant and Landlord acknowledge that, a joint examination of the Premises will be conducted prior to the tenant taking possession of the Premises. The Tenant hereby acknowledges that, except as set forth in the attached Rental Checklist, the Premises were rented to the Tenant in good order and repair and that the Premises were in safe, clean and habitable condition. The parties agree that all promised repairs, alterations, and maintenance are included in the Rental Checklist.
- (b) Landlord acknowledges the responsibility to provide the Tenant Premises that are in a safe and habitable condition. Any latent defects that are found in violation of any applicable law shall be cause for termination by the Tenant unless cured within 15 days.
- (c) Tenant further acknowledges responsibility for reasonably maintaining the cleanliness of the Premises and that damage to the Premises that is not described on the Rental Checklist as existing prior to the Tenant’s occupancy and that exceeds normal wear and tear is subject to repair by Landlord at Tenant’s expense.

(d) Tenant is not required to pay a security deposit. However, Tenant is responsible for any and all damages to the Premises caused by Tenant, dependents, pets, or visitors. As a consideration for the lack of a security deposit, Tenant agrees that military officials may release to Landlord any information they may have of the Tenant's future military assignments and addresses, whether official or personal, in the event Tenant depart Fort Carson without satisfying any liability for rent and/or damages to the Premises.

**9. ASSIGNMENT AND SUBLETTING:** The Tenant shall neither assign this Lease nor sublet the Premises nor grant any concession or license to use the Premises or any part thereof. Any assignment, concession or license shall constitute a breach of this Lease by the Tenant and may subject the Tenant to eviction and/or claims by the Landlord for monetary damages.

**10. NUISANCE:** The Tenant will use the Premises in a manner that does not disturb other Tenants or create a public nuisance or violate the Resident Guide. Violation of the Resident Guide may be cause for termination as a breach of this Lease and in accordance with applicable law.

**11. PROHIBITED ACTIVITIES, ILLEGAL SUBSTANCES, AND MATERIALS:**

- a. The Tenant shall not possess, store, or otherwise permit anyone to possess or sell illegal substances on the Premises, including but not limited to illegal weapons, explosives, or chemicals with which illegal drugs may be produced. Possession of said contraband or illegal items will constitute a breach of this Lease by Tenant and will, at the option of the Landlord, permit immediate termination of said Lease.
- b. The Tenant shall not permit unlicensed gambling on the Premises; install or operate, or permit to be installed or operated, any device which is illegal; use or permit the Premises to be used for any illegal business or purpose; nor sell, or commercially store or dispense, or permit the sale, or commercial storage or dispensing of beer or other intoxicating liquors on the Premises.
- c. Tenant shall not keep or have on the Premises any article, liquids, chemicals or thing of a dangerous, inflammable or explosive nature that might unreasonably increase the danger of fire, explosion, or cause physical illness on the Premises, or that might be considered hazardous or extra hazardous by governmental officials or under the provisions of an insurance company policy.
- d. Landlord shall have no obligation to search or make any inspection to discover dangerous articles, liquids, chemicals or things such as are described in subsection (c), above. Should the Tenant maintain such hazardous materials on the Premises that cause injury or damage to any persons or property, the Tenant shall bear all legal and financial responsibility for said injury and/or damage which results there from. Failure of the Tenant to remove said materials upon written request of the Landlord shall permit the Landlord to immediately terminate this Lease.

**12. ANIMALS:** Tenant shall be permitted to keep domestic animals as set forth in the Pet Addendum attached hereto. No other animals may be maintained or housed on the Premises, including the exterior thereof, without the prior written consent of the Landlord. The Landlord, in its discretion, may require a pet deposit of up to \$500, based upon the

size, type, number, and damage potential of pets allowed. As stated in the Pet Addendum, regardless of the amount of the pet deposit, the Tenant shall bear all legal and financial responsibility for any injuries or damage caused by such animals and shall comply with the provisions of the Resident Guide's specific details relating to the keeping of pets on the Premises.

**13. CABLE, SATELLITE AND OTHER TELEVISION FACILITIES:** The Tenant shall refer to the Resident Guide for specific details relating to the keeping of cable, satellite and other television facilities on the Premises.

**14. UTILITY CHARGES:** Responsibilities for utility costs are as follows:

Water: Paid by landlord

Sewer: Paid by landlord

Garbage: Paid by landlord

Electricity and Gas: A baseline has been established using such data as the age of your home, type of construction, size of your home, type of appliances, average weather by month, and other factors. This baseline is a typical utility payment for a home like yours, and the entire baseline amount will be paid by the landlord. **Effective with the September 2006 usage statement the tenants will be responsible for the costs of any gas and/or electric consumption above the baseline. If tenant conserve and usage is less than the baseline, they will receive a refund.** Overages of \$15.00 or more will be billed by EBS. Refunds of \$15.00 or more will be issued by Balfour Beatty Communities.

Cable or satellite TV: Paid by the tenant

Telephone: Paid by the tenant

High speed internet: Paid by the tenant

**15. REPAIRS:** Tenants shall make no repairs to the Premises or fixtures located within the Premises without the written approval of the Landlord. The Tenant shall immediately notify the Landlord of any damage to the Premises.

**16. ALTERATIONS AND FIXTURES:** The Tenant shall make no alterations to the Premises, incur any debt against the Landlord or create any lien upon the Premises for any work done or material furnished without the express written consent of the Landlord. Any fixtures installed by the Tenant shall be at Tenant's expense, shall be affixed in a manner that will not damage the building, and shall be removed by the Tenant at the expiration of this Lease. In the event such fixture or other personal property of the Tenant is not removed at the expiration of this Lease, the Landlord may treat the same as abandoned and charge the Tenant the cost paid for removal of the property and repair of the Premises.

- 17. ACCESS DURING OCCUPANCY:** The Tenant will allow the Landlord or an agent of the Landlord to enter the Premises for purposes of access, upon twenty-four (24) hours notice, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Saturdays. In the event the Tenant is absent, the Landlord will endeavor to delay the access until the return of the Tenant but need not do so beyond 14 days. The purpose of the access is to ensure the Premises are maintained, not in need of repair and that their use is in conformity with the provisions of this Lease. Landlord shall have access to the Premises at other times, with prior notice to Tenant, for the purpose of making requested repairs, as provided in the Resident Guide. Landlord shall have immediate access to the Premises in case of an emergency situation, as provided in the Resident Guide.
- 18. PROPERTY INSURANCE:** The Landlord has obtained personal property insurance for the benefit of the Tenant as described in the Resident Guide. The Tenant acknowledges being responsible for obtaining and maintaining insurance to cover losses or damages in excess of such coverage amount. **The Tenant acknowledges being advised to obtain additional insurance at Tenant's cost to protect the Tenant from claims for property damages and physical injury caused by or to the Tenant, or the Tenant's family member(s), invitees or guests.** Tenant acknowledges that the Landlord is not responsible for Tenant's losses resulting from flood, earthquakes, natural disasters, power failures, or fire or any other cause where the Landlord was neither negligent nor the proximate cause of the Tenant's loss.
- 19. DESTRUCTION OF PREMISES:** The Tenant may terminate this Lease if the Premises become uninhabitable for a period in excess of one month because of fire, condemnation, or other casualty that is not the result of the Tenant's negligence or the negligence of the Tenant's family member, guest, or invitee. The Landlord will seek to make repairs with all reasonable diligence so as to make the Premises fit for occupancy, and the rent shall cease from the date of the damage until repaired, where the damage was not the fault of the Tenant or Tenant's family member, guest, or invitee. If the Premises cannot be repaired within 60 days, either party shall have the right to terminate this Lease. There shall be no cessation of rent if damage to the Premises is the result of the negligence or willful act of the Tenant, or Tenant's family member(s), guests, or invitees.
- 20. LIABILITY:** The Landlord shall not be liable to the Tenant, Tenant's family members, guests, or invitees for any damages, injuries or losses to person or property caused by crime, vandalism, fire, smoke, pollution (including second hand smoke), water, lightning, rain, flood, water leaks, hail, ice, snow, explosion, interruption of utilities, electrical shock, defect in any contents of the dwellings, latent defect, acts of nature, other unexplained phenomena, acts of other residents, or any other cause not the result of the negligence of the Landlord or its representatives, acting in the course and scope of employment. Tenant expressly acknowledges that the Landlord has made no representations, agreements, promises, or warranties regarding security of the Premise or surrounding community. The Landlord does not guarantee, warrant or assure Tenant's personal security. **IN THE EVENT OF CRIMINAL ACTIVITY, THE TENANT SHOULD CONTACT THE POLICE IMMEDIATELY.**
- 21. EXIT INSPECTION OF PREMISES:** All exit inspections shall be conducted in accordance with the Resident Guide. It shall be the responsibility of Tenant to request an exit walk

through inspection of the Premises with the Landlord. At the time of request, Landlord will provide to Tenant detailed standards for clearing the Premises. An appointment for a walk through inspection must be scheduled no less than ten (10) days before the Tenant ends occupancy of the Premises pursuant to this Lease. Using the Rental Checklist that was used to record the condition of the Premises at the inception of this Lease, the Landlord shall itemize any damages to or deficiencies in the condition of the Premises that exceed normal wear and tear. The Landlord shall sign and provide the Tenant with a copy of the Rental Checklist. Any damage charges in excess of \$300 will be documented with photographs.

**22. TERMINATION BECAUSE OF DEFAULT:** Except as otherwise provided herein, if either the Landlord or Tenant materially fails to comply with any of the terms of this Lease, and if such default continues for thirty (30) days after a notice to cure the default has been delivered to the offending party, (except that only a 5-day notice shall be required if the default consists of a failure to pay rent when due), then thirty (30) days after notice is delivered (or 5 days in the case of a failure to pay rent when due), the injured party shall have the option of declaring this Lease terminated and may immediately vacate the Premises, or shall be entitled to immediate possession of the Premise, as the case may be, without the injured party forfeiting whatever other right the injured party may have for breach of this Lease.

**23. EVICTION:**

- a. The Landlord may terminate this Lease and evict the Tenant in accordance with applicable law for Tenant's failure to pay rent or for one or more material violations by Tenant of this Lease or any other actions that:
  - i. affect or threaten to affect the health or safety of other residents in the community;
  - ii. substantially interfere with the right to quiet enjoyment of other residents of the community; or
  - iii. involve a violation of any applicable law or regulation; or
  - iv. involve misconduct resulting in a situation in which Tenant would not be eligible for referral (such as, but not limited to, bar from the housing area by military authorities).
- b. If the Tenant remains in possession without the Landlord's consent after termination of this Lease, the Tenant is deemed to be in breach of this Lease and the Landlord may commence an eviction action. An eviction action may be filed no earlier than the first day following the termination of this Lease. On retaining possession beyond the rental period without consent of the Landlord, the Tenant shall be obligated to pay the Landlord's attorneys' fees, court costs, and any ancillary damages due to the holdover by the Tenant.

**24. ABANDONMENT:** If Landlord is informed of or discovers that Tenant has abandoned the Premises, Landlord may consider the Lease to be terminated and may take any further action allowed under Colorado law in such circumstances.

**25. NOTICES:** Unless otherwise provided, any notice period provided for by this Lease shall begin to run on the date such notice is delivered. If Tenant's vacating of the Premises pursuant to such notice occurs on a day other than the last day of a normal rental period, the rent due for any resulting partial rental period shall accrue at the daily rate which shall be calculated by dividing the monthly rate by the number of days in the month in which the Premises are vacated. If properly sent to the recipient's last known address by prepaid mail, notice shall be construed as delivered as of the postmark date of sender's mail receipt form, in the case of certified or registered mail. Notices to the Landlord shall be sent to:

**Fort Carson Family Housing**

**7301 Woodfill Rd.**

**Fort Carson, CO. 80913**

**26. SEVERABILITY:** If any provision or clause of this Lease is held invalid by a court of law, such invalidity shall not affect other provisions or applications of this Lease that can be given effect without the invalid provision and to this end, the provisions of this Lease are declared to be severable.

**27. CONFIDENTIALITY OF TENANT RECORDS:** The Landlord or managing agent shall not release financial information about a Tenant or prospective Tenant to a third party, other than a Tenant's rent payment record and the amount of the Tenant's periodic rental payment, without the prior written consent of the Tenant or prospective Tenant, or upon service on the Landlord of a subpoena for the production of records. This section shall not preclude the Landlord from releasing information pertaining to a Tenant or prospective Tenant in the event of an emergency or to the legal representatives of the Tenant, including executors and administrators of estates in the performance of their duties. The confidentiality restrictions of this provision shall not apply where the Tenant is in default of the rental payments nor will it preclude the use of information to recover monies owed by the Tenant. Finally, upon request from a prospective landlord, the Landlord may release information concerning excessive damages to the Premises caused by the Tenant.

**28. MODIFICATIONS:** No modifications to the terms and conditions of this Lease shall be enforceable unless executed in writing, signed and dated by all of the parties to this Lease.

**29. CONFLICTS:** The terms of this Lease shall take precedence over any conflicting terms between this Lease and the Resident Guide.

**30. RESIDENT GUIDE:** The Tenant acknowledges receipt of a copy of the Resident Guide dated 1 and agrees to abide by its terms. Any changes to the Resident Guide shall be effective only after 30 days notice is given of such changes. The Resident Guide, together with any Addenda, attached hereto as Exhibits 2/14/08 are hereby incorporated herein and made a part hereof.

**31. JOINT AND SEVERAL LIABILITY:** If more than one person is named as a Tenant in and has signed this Lease, they hereby agree that they are jointly and severally liable for all

obligations under it. Any action or failure to act by either will be deemed to have been accomplished by "the Tenant" with regard to any of the provisions of this Lease.

**32. GOVERNING LAW.** The parties agree that current Colorado landlord-tenant laws shall apply to the interpretation of this lease by any court of competent jurisdiction, except to the extent that such laws may conflict with federal laws or regulations.

**33. WAIVER OF DEFAULT:** The Landlord may, at its sole discretion, waive a default or breach of this Lease by the Tenants. Any such waiver shall not prevent the Landlord from exercising its rights under this Lease, with regard to any other current or future defaults or breaches.

*IN WITNESS WHEREOF, the parties have set their hands and seals to this Lease, each*

*of which shall constitute an original.*

LANDLORD \_\_\_\_\_ (SEAL) DATE: \_\_\_\_\_

TENANT \_\_\_\_\_ (SEAL) DATE: \_\_\_\_\_

TENANT \_\_\_\_\_ (SEAL) DATE: \_\_\_\_\_

**\*\*Indicates a mandatory provision**

## ADDENDUM

### PERSONAL PROPERTY INSURANCE

Fort Carson Family Housing LLC provides a minimum amount of personal property insurance for the benefit of the Resident at no additional cost to the Resident.

Please reference Paragraph 20 of your lease agreement that states the Resident acknowledges being responsible for obtaining and maintaining insurance to cover losses or damages in excess of such coverage amount. The Resident acknowledges being advised to obtain additional insurance at Resident's cost to protect the Resident from claims for property damages and physical injury caused by or to the Resident, or the Resident's family member(s), invitees, or guests.

All claims must be reported to your primary provider first as the personal property insurance coverage provided by Fort Carson Family Housing LLC is considered "Excess" and applies after your other insurance has used up its limits.

**Claims for property losses and/or damage(s) must be reported to the Community Manager within 24 business hours of occurrence or insurance provider may deny claim.**

The deductible is \$250 in any single event, therefore property loss/damage less than this amount will not be accepted as a claim by the insurance provider.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Management Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## LEASE ADDENDUM

Date effective: \_\_\_\_\_

Name: \_\_\_\_\_

Quarter's # \_\_\_\_\_

**RENT.** Tenant agrees to pay rent for this Unit in monthly installments of \$ \_\_\_\_\_, which is an amount equal to the "with dependents" Basic Allowance for Housing (BAH) for the military pay grade of the senior military occupant of the Unit. Tenant further agrees to pay any increase in rent during the term of this Lease. Rent for the unit shall be paid in arrears by allotment directly to the Landlord. Tenant agrees to execute any documents which are necessary to arrange the rent payment within five days of executing this Lease and agrees that the allotment may not be canceled prior to the expiration or termination of this Lease. If the "with dependents" BAH for the senior military occupant of the Unit changes during the course of this lease, Tenant further agrees to execute any documents necessary to adjust the rent payment to equal the changed BAH. Such changes include, but are limited to, those resulting from promotion, demotion, or adjustment by the Government to the BAH authorized for a soldier in the military pay grade of the senior military occupant of the Unit. The Tenant must submit change forms for rent payment to the appropriate financial office within the month of change. Any actual or attempted cancellation or alteration of the allotment by the Tenant prior to expiration or termination of this Lease will be grounds for the termination of this Lease and immediate eviction by the Landlord. In no event shall Tenant be permitted to take occupancy of this Unit prior to arranging for an allotment to the Landlord.

If there is any provision in the contract that is contrary to the changes made by this modification, the terms of this modification shall govern. Otherwise, all other contract provisions and conditions are unchanged by this modification and remain in full force an effect.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Housing Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ACKNOWLEDGEMENT OF RESPONSIBILITIES FOR RULES & REGULATIONS

## Also known as the Family Housing Guide

Welcome to the Fort Carson Family Housing Community. Your cooperation and adherence to the rules and regulations is imperative in creating a neighborhood that is secure, clean, well-maintained and a pleasant environment for you and your family to enjoy.

As a resident of Fort Carson Family Housing, you, your dependants and guests are required to comply with all provisions stated in the lease and Housing Guide. Should you violate the rules and regulations, we as your landlord, may issue legal notices to you requiring immediate attention to cure the violation. These violations may, at our discretion, result in termination of your lease. Examples of such violations which may result in termination are listed below, but not limited to:

- Non-Payment Of Rent
- Appearance Standards
- Control of Children / Curfew Policy
- Illegal or Unauthorized Activity Landscaping
- Repsonsibilities Multiple Occupancy
- Noise Control / Quiet Hours
- Pet Violation
- Vehicle Violation
- Unsanitary Living Conditions

All items listed above are topics discussed your housing guide ([fortcarsonfamilyhousing.com](http://fortcarsonfamilyhousing.com)). Please take the time to review the guide in its entirety and abide by the policies set forth.

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I understand it is my responsibility to abide by the rules and regulations outlined in the Resident Guide, if I fail to do so my lease may be terminated.

*I acknowledge that I have received a current copy of the Resident Guide.*

X \_\_\_\_\_  
Printed Name

Address:

X \_\_\_\_\_  
Resident Signature

X \_\_\_\_\_  
Date

X \_\_\_\_\_  
Resident Signature

X \_\_\_\_\_  
Date

## DISCLOSURE OF INFORMATION ON LEAD-BASE PAINT AND HAZARDS

Effective 6 September 1996, section 1018 of the residential lead based paint hazard reduction act requires that this information be provided all new tenants of housing constructed prior to 1978. The home that you have been at was constructed prior to 1978.

There is no known lead base paint hazard in the interior of the housing unit. If any mini blinds are present, they could be a hazard for young children and pregnant mothers. The results of a lead-base paint analysis sampling indicates that the exterior trim may have lead based paint contamination, but is not considered a hazard. A copy of the environmental protection agency pamphlet "Protect Your Family From Lead In Your Home" is provided.

LESSEE'S ACKNOWLEDGEMENT ( \_\_\_\_\_ )

\_\_\_\_\_ Lessee has received copies of the above.

AGENT'S ACKNOWLEDGEMENT ( \_\_\_\_\_ )

\_\_\_\_\_ Agent has informed the lessee of the lessor's obligations under 42 U.S.C. 4852 and is aware of his/her responsibility to ensure compliance.

### CERTIFICATION OF ACCURACY:

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent

\_\_\_\_\_  
Date

## ROUTINE LAWN CARE

1. Mowing should be done at least once a week during the growing season as needed. Mowing height should be between 2 ½ to 3 inches.
2. Edging and trimming will be done along sidewalks, curbs, driveways, patios, decks, fences and buildings to present a neat and well-groomed appearance.
3. Lawns are to be policed and kept free of loose trash, debris, toys, pet feces, or household furniture.
4. Flowerbeds, shrubs, and trees will be kept policed and neatly trimmed free of weeds, debris, and toys.
5. Weed control is a resident responsibility. You will be expected to remove any weed infestation and use appropriate weed herbicides to keep them under control.
6. Water your lawn according to the **current water restrictions set forth by Colorado Springs Utilities.**
7. Winter watering of your lawn should be done twice a month from October through November and once per month from December through March. Please make sure you disconnect your water hoses immediately after use.
8. Aeration should be done once in the spring and once in the fall. You should use a good winterization fertilizer during your fall aeration.
9. Fertilize every four to six weeks during the growing season (April -September)
10. **During your occupancy reasonable efforts to improve the condition of your lawn will be expected.**

**\*\* You will be held liable for damages due to failure to maintain your lawn properly.**

For advice or tips on lawn care please contact our Grounds Supervisor at 579-1605.

Your signature below indicates that you have read, understand, and will abide by the guidelines stated in this policy letter.

**Address: Heurtgen Forest**

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Resident's Signature

Date

---

Resident's Signature

Date

## WORK ORDER SYSTEM INSTRUCTIONS

1. Go to our website and click on the Maintenance menu. Then select "Work Orders"
2. To set up a new account click on the "Click here" link under "First time?"

*Resident Log In*

If we already have your email address and password, please sign in.

E-Mail Address

Password

**First time?**  
[Click here](#) to register with us.

**Forgotten your password?**  
[Click here](#) and your password will be sent to you.

3. Enter your email address and create a password
4. Enter your SSN and Tenant Code for verification.

**Your Tenant Code is: m0054643**

5. Pick a Security Question and supply an answer in case you ever forget your password

**Resident Registration**

Please give us your email address and a password you would like to use.

E-Mail Address

Password

Confirm Password

Please enter your Social Security number and your Resident ID number so we can validate your log in.

Social Security#

Resident ID#

Please choose a question that we may ask you in the event that you forget your password.

Now provide the answer to your question above.

6. Click Work Request to begin submitting a work order

<i>Marne Homes</i> <a href="#">Welcome</a> <a href="#">Change Personal Info</a> <a href="#">Change Password</a> <a href="#">Work Request</a> <a href="#">Work Request Status</a> <a href="#">Contact Us</a> <a href="#">Important Documents</a> <a href="#">Logout</a>	<b>Work Request</b>			
	Name	Christopher Alvord	e Mail	tmjbar@comcast.net
	Address	17 Habersham	Home Tel#	(555) 555-5555
			Mobile Tel#	(222) 222-2222
	City	Fort Stewart	Move In Date	04/15/2005
	State - Zip	GA 31314	Lease Expiration	
	<b>First, select a Category that your request would fit into...</b>			
	Category	<input type="text"/>		